



## ***Request for Qualifications***

*RFQ Item #16-198*

**Architectural Design Services**

*For*

*Augusta, Georgia – Fire Department*

***RFQ Due: Thursday, July 7, 2016@ 11:00 a.m.***

***One Original, Seven (7) Copies of RFQ shall be submitted***

***Thanks for doing business with us . . .***

*Geri A. Sams, Procurement Director*

*535 Telfair Street, Room 605*

*Augusta, Georgia 30901*



## **Table of Contents**

### **Request for Qualifications**

#### **Instruction to Submit**

Purpose  
Viewing of the Augusta Code  
Compliance with Laws  
Proposal for All or Part  
Minority/Women Business Enterprise (MWBE) Policy  
Augusta Georgia License Requirement  
Terms of Contract

#### **Notice to All Proponents**

**Required to be returned with your submittal. Both documents must be notarized**

Attachment B **Must return the 2 pages**  
Systematic Alien Verification for Entitlements (SAVE) Program

#### **Local Small Business Opportunity Program Ordinance Requirements**

#### **Request for Qualifications Specifications**

## Request for Qualification

Request for Qualifications will be received at this office until Thursday, July 7, 2016 @ 11:00 a.m. for furnishing:

**RFQ Item #16-198                      Architectural Design Services for the Augusta Fire Department**

Qualifications will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

Request for Qualification (RFQ) documents may be viewed on the Augusta Georgia web site under the Procurement Department ARCBid. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

**Mandatory Pre Bid/Telephone Conference will be held on Tuesday, June 21, 2016, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605.** If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable “Augusta Georgia Commission” and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901.

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Thursday, June 23, 2016 @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.**

No qualifications may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for qualifications (RFQ) and specifications. An RFQ shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. All specific requirements contained in the RFQ including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the RFQ which are not waivable or modifiable by the Procurement Director. All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFQ number on the outside of the envelope.

Proponents are cautioned that acquisition of RFQ documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFQ documents from unauthorized sources places the Proponent at the risk of receiving incomplete or inaccurate information upon which to base its qualifications.

**Correspondence must be submitted via mail, fax or email as follows:**

**Augusta Procurement Department  
Attn: Geri A. Sams, Director of Procurement  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle                      May 26, June 2, 9, 16, 2016  
Metro Courier                              June 1, 2016

cc:            Williams Rhinehart                      Deputy Administrator  
                 Chris James                              Fire Department

Revised: 2/17/2016

## INSTRUCTIONS TO SUBMIT

### INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at [www.augustaga.gov](http://www.augustaga.gov) or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating, but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**
- Attn: Geri A. Sams,  
Director of Procurement  
535 Telfair Street, Room 605  
Augusta, GA 30901,  
Fax: 706-821-2811 or  
Email:  
[procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)
- 1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining*

**Race-Based Portion of DBE Program**  
*Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)*

*Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011 Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.*

*A copy of this Order can be reviewed at [www.augustaga.gov](http://www.augustaga.gov) home page.*

- 1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

**General Contractors License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

**Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

- 1.8 **Terms of Contract:** (Check where applicable)  
☐ (A) Annual Contract  
☐ (B) One time Purchase.  
☒ (C) Other



## **NOTICE TO ALL VENDORS**

**(PLEASE READ CAREFULLY)**

**ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS**

**PLEASE READ CAREFULLY:**

**Attachment B is a consolidated document consisting of:**

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

**Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal - No Exceptions.**

**Business License Requirement:** Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

**Acknowledgement of Addenda:** You Must acknowledge all Addenda. See Page 1 of Attachment B.

**E-Verify \* User Identification Number (Company I.D.)** The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

**Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)**

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation"  
(Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor

**WARNING:**

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements.

Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses' requirements prior to submitting a proposal.



## Attachment B

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**

Augusta, Georgia Augusta Procurement Department

**ATTN: Procurement Director**

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Do You Have A Business License?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Augusta, GA Business License # for your Company (Must Provide):** \_\_\_\_\_

**and/or Your State/Local Business License # for your Company (Must Provide):** \_\_\_\_\_

**Utility Contractors License # (Must Provide if applicable):**

**MUST BE LISTED ON FRONT OF ENVELOPE**

**General Contractor License # (Must Provide if applicable):**

**Additional Specialty License # (Must Provide if applicable):**

**NOTE:** Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a RFQ. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

**List the State, City & County that issued your license:** \_\_\_\_\_

**Acknowledgement of Addenda:** (#1)\_\_\_\_: (#2)\_\_\_\_: (#3)\_\_\_\_: (#4)\_\_\_\_: (#5)\_\_\_\_: (#6)\_\_\_\_: (#7)\_\_\_\_: (#8)\_\_\_\_:

**NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE**

### **Statement of Non-Discrimination**

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

### **Non-Collusion of Prime Proponent**

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

### **Conflict of Interest**

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFQ, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this RFQ, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFQ.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

### **Contractor Affidavit and Agreement**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

**Georgia Law requires your company to have an E-Verify\*User Identification Number (Company I.D.) on or after July 1, 2009.**

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf)

**\*\*E-Verify \* User Identification Number (Company I.D.) \_\_\_\_\_**

**NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)**

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

**NOTARY SEAL**

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

**You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.**





**You Must Complete and Return with Your Submittal. Document Must Be Notarized**

**Systematic Alien Verification for Entitlements (SAVE) Program**

**Affidavit Verifying Status for Augusta, Georgia Benefit Application** By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for \_\_\_\_\_

*[RFQ Project Number and Project Name]*

\_\_\_\_\_  
*[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]*

\_\_\_\_\_  
*[Print/Type: Name of business, corporation, partnership, or other private entity]*

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

***In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.***

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**\* Alien Registration Number for Non-Citizens**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NOTARY SEAL**

**Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL**



**Local Small Business Opportunity Program Ordinance**  
**Requirements Notice To All Proponents PLEASE READ**  
**CAREFULLY** Shall apply to ALL Bids/RFPs/RFQs regardless of the dollar amount

In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Contractors agree to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia upon request. The requirements of the Local Small Business Opportunity Program can be found at [www.augustaga.gov](http://www.augustaga.gov). In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall

**SHALL APPLY TO PROJECTS \$100,000 & UP**

**Sec. 1-10-129. Local small business opportunities program participation.**

**(a) Sealed Bids, Sealed Proposals, Professional Services And Other Major Purchasing.** The following procedures and contract requirements will be used to insure that local small businesses are encouraged to participate in Augusta, Georgia contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts. The Augusta, Georgia user department shall indicate goals for local small business in all solicitations for contracts over \$100,000 in value:

**(1)** Bid conditions, requests for proposals, and all other specifications for contracts awarded by Augusta, Georgia will require that, where subcontracting goal is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from local small businesses. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

**(2)** Each Proponent shall be required to provide documentation of achieving goal or provide documentation of Good Faith Efforts to engage local small businesses as subcontractors or suppliers, the names of local small businesses and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed, recorded on the form(s) provided or made available as part of the bid package. If there are no sub-contracting opportunities, bidder shall so indicate on the appropriate form.

**(6)** All solicitation documents shall require bidders or proponents to submit with their bid/proposal the following written documents, statements or forms, which shall be made available by the Procurement Department.

**(i)** Non-Discrimination Statement which shall affirm the bidder's: (a) adherence to the policies of Augusta, Georgia relating to equal opportunity in contracting; (b) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (c) agreement not to engage in discriminatory conduct of any type.

**(ii)** Proposed Local Small Business Subcontractor/Supplier Utilization Plan.

**(iii)** Documentation of Good Faith Efforts to use local small businesses.

**Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.**

**(d) Post Contract Award Requirements.** The purpose of this sub-section is to establish requirements for

be in the format specified by the Director of Minority and Small Business Opportunities, and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at [www.augustaga.gov](http://www.augustaga.gov). If you need assistance completing a form or filing information, please contact the LSBOP Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

**To print a copy of the Prime Contractor Data Collection Form visit:**

<http://www.augustaga.gov/index.aspx?NID=1672>

Website: <http://www.augustaga.gov/index.aspx?nid=83>

contractor compliance with the LSBOP after a contract has been awarded. This is incorporated into all Augusta, Georgia Contracts for which a local small business goal has been established or negotiated.

**(1)** Contractors shall have an affirmative, ongoing obligation to meet or exceed the committed local small business goal for the duration of the contract. The Augusta, Georgia may deem a contractor to be in violation of the LSBOP and in breach of its contract if at any time Augusta, Georgia determines that:

**(a)** The contractor will not meet the committed local small business goals; and

**(b)** the reasons for the contractor's failure are within the contractor's control. For example, if a contractor does not meet the local small business goal because the contractor terminated a local small business without cause or if the contractor caused and local small business to withdraw from the project without justification, then Augusta, Georgia is justified in finding the contractor to be in violation of the LSBOP.

**(h) Compliance.**

**(4)** The Director of minority and small business opportunities shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with, the AUGUSTA, GA CODE and any State and Federal Laws applicable to any bid specifications for competitive sealed bid or competitive sealed proposal projects prior to award of the contract.

**(i) Competitive Bids.**

Nothing in this Policy is to be construed to require Augusta, Georgia to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from local small businesses who do not submit the best overall pricing to Augusta, Georgia.

**Sec. 1-10-130. Exceptions – federally funded projects.**

In accordance with § 1-10-8 and Chapter 10B, the LSBOP shall only be utilized with federally funded projects, solicitations or contracts as authorized by federal (and Georgia) laws, regulations and conditions applicable to such projects. To the extent that there are any conflicts between any such laws, regulations or conditions and the LSBOP, the federal (and Georgia) laws, regulations and conditions shall control.

**For questions and or additional information please contact:**

Mrs. Yvonne Gentry, Local Small Business Opportunity Program, 535 Telfair Street, Room 610, Augusta, Georgia 30901 (706) 821-2406. **NOTE:** All forms should be submitted in a separate, sealed envelope labeled Local Small Business Required Forms, Company's Name & Bid Number.

**Rev. 6/27/2013**

RFQ 16-198 Architectural Design Services  
RFQ Due: Thursday, July 7, 2016 @ 11:00 a.m.  
Page 9 of 31

## INSTRUCTION TO SUBMIT

Augusta, Georgia invites qualified firms to submit a Statement of Qualifications (SOQ) expressing their interest in providing architectural services in connection with a design projects for the Augusta Fire Department.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until Tuesday, May 24, 2016 @ 11:00 a.m. Each RFQ must be submitted in a sealed envelope, and must be plainly marked on the outside as **"RFQ Item #16-198 Architectural Design Services"**. They should be marked to the attention of Geri Sams, Director of Procurement. **Vendors are required to submit one (1) marked unbound original, seven (7) copies of your Request for Qualification.**

**Mandatory Pre Qualifications/Telephone Conference will be held on Tuesday, June 21, 2016, @ 3:00 p.m. in the Procurement Department, 535 Telfair Street, Room 605. The call-in telephone number is 1-800-285-6670 (U.S. & Canada) and 713-936-6995 (International). Call one of the dial-in numbers at least five (5) minutes prior to conference.** If you choose to teleconference there is a \$35.00 fee. Make the \$35.00 check payable "Augusta Georgia Commission" and mail to Geri A. Sams, Director Augusta Procurement Department 535 Telfair Street - Room 605 Augusta, Georgia 30901. All firms responding are cautioned to read this RFQ carefully for understanding and request clarification from Augusta on any questions pertaining to this RFQ.

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Thursday, June 23, 2016 @ 5:00 P.M.** No RFQ will be accepted by fax, all must be received by mail or hand delivered. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of qualification or any subsequent contract negotiations.

After advertisement, the RFQs shall be opened per Procurement guidelines. The Procurement Department shall determine whether each package appears to be minimally responsive to the published RFQ requirements.

The Augusta Fire Department, in association with Procurement, will appoint a selection committee to review all acceptable minimally responsive packages. The selection committee members shall review and score each package individually based on the evaluation criteria.

Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by an official authorized to bind the firm to the terms and provisions of the qualifications and must be submitted in the time, manner and form prescribed. For a submittal to be considered it must remain valid for at least sixty (60) days from the time that the Owner receives it.

The Owner reserves the right to reject any or all submittals received as the result of this request. The Owner also maintains the right to negotiate with any firm(s), as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta, Georgia Commission for their consideration and final approval.

Qualified firms interested in providing the services described herein are invited to submit a complete Request for Qualification for consideration. The qualifications shall address the requirements listed below. Failure to provide all requested information may be sufficient cause for rejection. The firm may provide additional information to that requested, provided it is placed in a separate section at the end of the RFQ.

**Do Not Include A Fee Proposal.** Firms shall not include fee or cost information when responding to this solicitation.

## INTRODUCTION

### SECTION 1 - Project Information

#### Purpose of RFQ

The Augusta Fire Department (AFD) invites the submittal to this Request for Qualifications from qualified firm(s) interested in providing architectural services in connection with a design project (s). The contract obtained from this process will be used for no more than five years with annual reviews and updates.

#### Projects

The AFD is planning the following construction projects:

- New Construction – Fire Station 2
- New Construction – Fire Station 3
- New Construction – Fire Station 20

#### Objectives

The AFD proposes to retain a highly qualified, capable firm to act as the Architect during the planning of the projects listed for a fixed price per project. It is the goal of the AFD to shorten project cycle time, decrease project costs, and provide greater staffing flexibility for AFD. The AFD will give prime consideration to the Architect with significant, current experience in the development, design, renovation, and construction of similar buildings and projects.

#### PROJECT DESCRIPTION

The AFD provides the following services to the citizens of the County:

Fire Suppression	High Angle Rope Rescue
Fire Prevention	Water Rescue
Fire Safety Education	Community Training
Emergency Medical Response	Vehicle Extrication
Hazardous Materials Response	

The following list is a list of spaces and activities that need to be accommodated in the new facility:

- Office for the Captain/Lieutenants of the Station
- Kitchen Area
- Dining Area
- Employee restrooms, Male and Female (including showers, lockers)
- Sleeping Accommodations
- Lounge or Living Room Area
- Apparatus Bays
- Public Restrooms
- Storage Rooms
- Decontamination (Laundry) Area
- Training Room
- Watch Room

#### **OWNERSHIP OF DATA**

The ownership of all data, drawings, charts, etc, which are prepared or produced under this contract shall be that of Augusta.

#### **SECTION 2 - Preliminary Scope of Work/Payment Schedule**

##### **Scope of Work**

The scope for the individual projects will vary and will be defined by the AFD's Project Manager. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed. AFD anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimations for each project; however, AFD reserves the right to include additional project elements in the initial or subsequent professional services agreements as AFD may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated.

##### **Program Summary**

The program consists of the preparation of conceptual and preliminary design drawings as well as construction documentation for the construction of a prototype fire station for the AFD. The prototype plan will be revised to suit the requirements of the various locations while retaining the core floor plan and construction details. Construction documentation is to include site, architectural, landscaping, structural, electrical, plumbing, HVAC and other disciplines necessary to construct the facility. A description of work is outlined below:

##### **Architect's Tasks**

1. Upon selection of a firm and execution of a contract, the Architect will meet with the AFD to discuss the project scope and objectives of the AFD for future use of the facility. The architect will then prepare conceptual design drawings for discussions with the AFD. Comments and suggestions generated from this initial review should then be incorporated into the preliminary design drawings and estimate.
2. Occasionally, the AFD may require the Architect to attend Commission Committee or Full Commission meetings to keep the Commissioners informed of the project status and scope.

3. Upon completion of the preliminary design drawings, the Architect, and AFD will review the drawings and estimates. Evaluation of these preliminary drawings and estimate will be used to finalize the project scope. If deemed necessary by the AFD, revisions to the preliminary drawings may be required. Upon acceptance of the preliminary drawings, written notice will be given to the Architect to proceed with construction documents.
4. The project estimate shall be reviewed during the construction documentation phase and the AFD notified of any potential overruns. As a minimum, these reviews shall occur at 50% and 80% document completion. Four (4) complete sets of final documents shall be presented to the AFD for final review. Upon acceptance, written notice will be given to the Architect to proceed with public bid.
5. This project will be let for public bid in accordance with the policies of Augusta, Georgia.
6. During the construction phase of the project, the Architect will be responsible for weekly site inspections to review the quality of work and compliance with the construction documents. They will also be responsible for evaluation and approval of periodic applications for payment by the selected general contractor. Further responsibilities include, but are not limited to: review/preparation of change orders; issuance of Certificate of Substantial Completion; review of shop drawings; review of close out documentation; and insuring that accurate as-built documentation is provided.

#### **CONTRACT PAYMENT SCHEDULE**

Payment for any contract entered into as a result of this request will be made as follows:

- a. Compensation shall be for a fixed fee payable upon acceptance of the documentation required by AFD for the following phases:
 

1. Preliminary Design Phase:	10	%
2. Construction Document Phase	50	%
3. Bidding Phase	10	%
4. Construction	20	%
5. Project Close-out	10	%
- b. Additional Services: Compensation shall be on an hourly basis for work and the reasonable cost of materials. Time expended shall be accounted for in increments of one-quarter hour.

#### **SECTION 3 - Statement of Qualifications**

##### **Qualifications Summary forms**

To be considered, each firm must complete the qualifications summary forms located in **Appendix A**. For all projects listed in the qualifications summary, a project description must be included to be considered. The qualifications summary must provide information to demonstrate that the firm and the persons proposed for this project meet the minimum qualifications. References, including names and current telephone numbers of individuals who can verify time, budget, and quality of referenced work, must be provided for all qualifying project experience.

## **Required Submittals**

Qualified firms interested in providing the services described herein are invited to submit a complete SOQ for consideration. The SOQ shall address the items listed below. Failure to provide all requested information may be sufficient cause for rejection of the SOQ.

The firm may provide additional information to the request, provided it is placed in a separate section at the end of the SOQ and the **overall submittal does not surpass 40 pages. Submittal should be organized and tabbed as outlined in the Minimum Qualifications and Section 4 Evaluation Criteria (Cover letter and tabs are not a part of the 40 page limit).**

Each submittal must respond to the requested information for each section.

**The contractors are required to submit one (1) marked unbound original and seven (7) copies of their SOQ.**

## **Minimum Qualifications**

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### **1. The Firm**

The architectural firm must provide information, which demonstrates its experience as an architect on similar projects. Specifically, AFD requires that the architectural firm describe at least three examples of work completed. Please indicate if and how the referenced work products were used and give client contact information. In addition, the architectural firm shall meet the following requirements:

- Successfully completed work of \$25,000 minimum consulting cost
- Consultant may or may not have been the lead firm

If the firm is currently under contract with a similar agency (City or Fire Department), the agency's name, contact person, and phone number shall be provided.

### **2. Key Personnel**

The architectural firm must provide resumes for each of its key personnel to include client references for each individual. The personnel assigned must meet the minimum requirements outlined below:

- Key personnel must have at least five (5) years of experience in their field
- Key personnel must be registered or certified in the State of Georgia and are considered to be the project manager.
- Key personnel must have demonstrated their capabilities on at least two projects within the last six (6) years.
- Key personnel must have performed detailed design themselves on both projects

The architectural firm must list any current or future assignments that would limit key personnel's ability to provide services to AFD.

The architectural firm must designate at least one key personnel who will be the primary client contact for the firm.

#### **SECTION 4 - Evaluation Criteria**

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualification of Firm  
Qualifications of firm, specifically as they relate to this Project
- B. Firms Experience on Similar Projects  
Related project experience of the firm(s) and the individuals who would be assigned to this Project.
- C. Available Resources to Complete Project  
The criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
- D. Responsiveness to the RFQ  
This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.
- E. Professional References  
Provide names and contact information for professional references.



## CRITERIA FOR EVALUATION

### RFQ– Evaluation/Scoring Guidelines

The evaluator/evaluation committee will consider the following guidelines in awarding points to the evaluation criteria and the evaluations of the referenced questions.

**Superior:** 675 – 750 Points exceptional – completely and comprehensively meets all of the requirements of the RFQ; may provide additional information or cover areas not originally addressed within the RFQ and/or include additional information and recommendations that would prove both valuable and beneficial to Augusta, Georgia.

**Good Response:** 600 – 674 Points clearly meets all the requirements of the RFQ and demonstrates in an unambiguous and concise manner a thorough knowledge and understanding of the category or categories with no deficiencies noted.

**Fair Response:** 525 – 599 Points minimally meets most requirements of the RFQ. Respondent/Offeror(s) demonstrated some ability to comply with guidelines and requirements of the category or categories, but knowledge of the subject matter is limited.

**Failed Response:** 0 – 524 Points does not meet the requirements of the RFQ. Respondent/Offeror(s) has not demonstrated sufficient knowledge of the subject matter.

Note: Respondent/Offeror(s) receiving 600 or more points will be invited to do presentations to provide additional information if deemed necessary.

**Selection.** Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award. The selection criteria shall include, but not be limited to, those contained in section 1-10-52(g) and the following:

- (1) Previous experience demonstrating competence to perform work or services involved in the solicitation;
- (2) Past performance of previous contracts with respect to time of completion and quality of work;
- (3) The ability to comply with applicable laws;
- (4) The ability to comply with the schedule of the commencement and completion of the services, as required by Augusta, Georgia;
- (5) The financial ability to furnish the necessary bonds to the extent necessary;
- (6) The financial condition of the offeror; and
- (7) The ability to provide staffing of management personnel, satisfactory to Augusta, Georgia.

RANKING		SCORING
First Round Elimination		Pass/Fail
<b>Submittal and Quality of RFQ (MUST PASS FOR CONTINUED CONSIDERATION)</b>		
A. Package submitted by the deadline		Pass/Fail
B. Package is complete (includes requested information as required per this solicitation)		Pass/Fail
Second Round Elimination		50
<b>Quality of RFQ (MUST ACHIEVE 35 POINTS FOR CONTINUED CONSIDERATION)</b>		
C. Overall Quality of RFQ (concise and to-the-point)		
Proposer's Overall Ability to Provide the Services		480
D. Narrative		
1. Respondents Experience	100	
2. Financial Responsibility	100	
3. Project Management	95	
4. Key Personnel & Staff	90	
5. Organizational Qualifications	85	
6. Optional Interview (Potential bonus Points)	10	
Scope of Services		200
E. Scope of Services		
1. Capacity to accomplish the work in the required time	50	
2. Quality and conciseness of the Work Program and Master Schedule.	45	
3. Firm's understanding of the work to be done.	50	
4. Demonstrated success in prescribing the use of recovered materials and achieving waste reduction and energy efficiency in facility design.	45	
5. Consultant's proposal identifies other technical or unique factors directly.	10	
Proximity to Area		10
G. Proximity to Area		
• Within Augusta	10 points	
• Within CSRA	8 points	
• Within Georgia	6 points	
• Within SE United States (includes AL, TN, NC, SC, FL)	4 points	
• All Others	2 points	
Reference(s)		10
H. References		

**Note: Respondent/Offeror(s) receiving 600 will be considered as a short-listed firm.**

Internal Use Only	
Evaluator:	Date:
Procurement Department Representative: _____	
Procurement Department Completion Date: _____	

## **SECTION 5 - Interview/Selection**

### **Phase One Criteria (Identify short listed offerors only)**

The Augusta Fire Department, in association with Procurement, will appoint a selection committee to review all acceptable minimally responsive packages. The selection committee members shall review and score each package individually based on the evaluation criteria. Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. **Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services.** Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Selection of an Architect will follow the proposal-interview process. The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

The Augusta Procurement Department will notify firms of the date and time of the interview. Augusta reserves the right to make a selection based solely on statements received.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

### **Phase Two Criteria.**

#### **SELECTION PROCESS:**

The selected architectural firm whose selection was based on qualifications will then negotiate with AFD on fee and contract conditions. If a reasonable fee cannot be achieved with the architectural firm of choice, negotiations will proceed with the second most-qualified respondent until a mutually agreed contract can be negotiated. The recommended firm and contract will then be presented to the Augusta, Georgia Commission for final approval.

Submit all required information for any sub-consultants/subcontractor(s) that will be used to perform any part of the requested services. Consultants/Contractors will also be evaluated using the above listed criteria.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

Following the presentations, if deemed necessary the committee will vote on the preferred vendor(s). All contracts with vendors are subject to approval by the Augusta, Georgia Commission. Depending on the final cost, the Augusta Administrator and/or the Augusta, Georgia Commissioners will have approval authority over the contract and proposed budget outlay.

The evaluation and selection process will be conducted in accordance with Procurement regulations as described elsewhere in this RFQ.

Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the proposals, as may be deemed in the best interest of Augusta, Georgia.

#### **SECTION 6 - Additional Instructions, Notifications, and Information**

- A. No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of AFD for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with members of the AFD, which are outside of the established process should not be initiated.
- B. All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- C. Interviews** – After the initial evaluation of statements of qualification, Respondents will be notified, through the Augusta Procurement Department, of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent’s approach, but on an appraisal of the persons who would be directly involved in the Project. “Short-listed” respondents may be asked to make a presentation to the appointed committee.
- D. Inquiries** – Please refrain from contacting AFD staff to make inquiries about the progress of this selection process. Respondents will be contacted by the Augusta Procurement Department when it is appropriate to do so.
- E. Cost of Responses** – AFD will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by AFD, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- G. No Obligation** AFD reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in AFD’s best interest, or cancel the entire process.

# APPENDIX A

Qualifications Summary Forms (Page 1 of 4)

<b>Firm Information</b>	
Company Name	
Address	
City, State, Zip	
Company Email/Website	
Small Business	
Contact Person	
Phone Number	
Fax Number	

Annual Average number of projects over \$25,000 for the last 5 years: \_\_\_\_\_

Current Levels of Insurance:

Professional Liability \_\_\_\_\_

Workers' Compensation \_\_\_\_\_

Public/General Liability \_\_\_\_\_

Qualifications Summary Forms (Page 2 of 4)

Firm Qualifying Experience PROJECT NO. 1	
Name/Title of Project	
Year Design Started	
Year Design Ended	
Year Construction was Completed	
Overall Contract Amount (Prime Consultant)	
Your firms Contract Amount (If Sub-Consultant)	
Client Company Name	
Client Contact Person	
Client Contact Phone No.	
Client Contact Email	
Project Description:	



Qualifications Summary Forms (Page 3 of 4)

Firm Qualifying Experience PROJECT NO. 2	
Name/Title of Project	
Year Design Started	
Year Design Ended	
Year Construction was Completed	
Overall Contract Amount (Prime Consultant)	
Your firms Contract Amount (If Sub-Consultant)	
Client Company Name	
Client Contact Person	
Client Contact Phone No.	
Client Contact Email	
Project Description:	

Qualifications Summary Forms (Page 4 of 4)

Firm Qualifying Experience PROJECT NO. 3	
Name/Title of Project	
Year Design Started	
Year Design Ended	
Year Construction was Completed	
Overall Contract Amount (Prime Consultant)	
Your firms Contract Amount (If Sub-Consultant)	
Client Company Name	
Client Contact Person	
Client Contact Phone No.	
Client Contact Email	
Project Description:	

# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT – SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (CITY & STATE)	
2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE		
5. NAME OF FIRM		
6. TELEPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS

### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors)

	(CHECK)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
g.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(ATTACHED)

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

*(Complete one Section E for each Key Person)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(Degree)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

### 19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE current firm <span style="float: right;">Check if project performed with current firm <input type="checkbox"/></span>		
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE current firm <span style="float: right;">Check if project performed with current firm <input type="checkbox"/></span>		
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE current firm <span style="float: right;">Check if project performed with current firm <input type="checkbox"/></span>		
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE current firm <span style="float: right;">Check if project performed with current firm <input type="checkbox"/></span>		
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE current firm <span style="float: right;">Check if project performed with current firm <input type="checkbox"/></span>		



## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

## 29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

<b>H. .ADDITIONAL INFORMATION</b>
30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

<b>I. AUTHORIZED REPRESENTATIVE</b>	
31. SIGNATURE	32. DATE
33. NAME AND TITLE	





# **Local Small Business Goal**

The Local Small Business Opportunity Program (LSBOP) provides for Local Small Business goals to be set on all applicable Augusta, Georgia procurements over \$100,000 in value. The Local Small Business goal for this procurement is:

0 %

As a result of the Local Small Business Goal on this procurement being ZERO, no LSBOP documents are required as part of the procurement process. However, even when a solicitation does not contain a Local Small Business goal (or the goal is set at zero), each Bidder must negotiate in good faith with each local small business that responds to the Bidder's solicitation and each local small business that contacts the Bidder on its own accord. All successful bidders are required to collect and maintain all records necessary for Augusta to evaluate the effectiveness of its LSBOP.